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PERSONNEL  
28 June 1973

DD/M&S ADMINISTRATIVE  
INSTRUCTION NO. 73-16

ORGANIZATION OF THE MANAGEMENT AND SERVICES CAREER BOARD,  
ESTABLISHMENT OF DEPUTY DIRECTOR'S PANEL AND  
REORGANIZATION OF STAFF OPERATIONS PANEL FOR THE MG CAREER SERVICE

Rescission: DD/S Administrative Instruction No. 72-4

1. Background

As a result of the restructuring of certain career service functions in the Management and Services Directorate, the Deputy Director for Management and Services hereby recognizes the M&S Career Service system and the MG Career Service as set forth below.

2. Management and Services Career Board

The Management and Services Career Board is hereby reconstituted. Membership will be as follows:

Chairman	The Associate Deputy Director for Management and Services (ADD/M&S)
Voting Members	The Directors of the Offices of Communications, Finance, Logistics, Medical Services, Personnel, Security, Training, Joint Computer Services and Planning, Programming and Budgeting --with their respective Deputies as alternates.
Executive Secretary	The Career Management Officer (CMO) for the M&S Career Service.

The Management and Services Career Board will:

a. consider and make recommendations to the Deputy Director for Management and Services on policy and major procedural matters as they may affect the M&S Directorate Career Services;

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b. evaluate competitively all M&S Directorate Careerists for promotion to (or at) the supergrade level and review Directorate recommendations for all promotions of GS-14's and 15's;

c. review and make recommendations to the Deputy Director for Management and Services regarding reassignments and nominations of the several career services for the Senior Schools, Executive Development Programs, and full-time, professional training for GS-15 and supergrade personnel;

d. perform other personnel management functions as directed by the Deputy Director for Management and Services.

### 3. Deputy Director's Panel

The Deputy Director's Panel will be composed of the Associate Deputy Director for Management and Services (Chairman), the Special Support Assistant to the DD/M&S, the Executive Officer to the DD/M&S, the Career Management Officer for the M&S Career Service, and two appointees of supergrade rank who were previous members of the Career Service. The term of office of these latter two members will be generally limited to an 18-month period. Appointments to the Panel will be purposely staggered to provide for continuity.

The Deputy Director's Panel will:

a. continuously review all requirements for MG Career Service Officers at the GS-15 level and make assignment recommendations as appropriate;

b. review and take action on requests for extensions of tour and second tours, conversions to career employee status, requests or nominations for training, and other personnel matters concerning MG careerists at the GS-15 level;

c. perform a competitive evaluation of all MG careerists for promotion to the supergrade level for review by the Management and Services Career Board;

d. perform other personnel management functions as directed by the Deputy Director for Management and Services.

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#### 4. Staff Operations Panel

The Staff Operations Panel will ensure that the Deputy Director for Management and Services may have the benefit of the advice and counsel of senior M&S Officers who are knowledgeable of position requirements, the inevitable diversity in career patterns and the qualifications of MG careerists. The Staff Operations Panel will be composed of a Chairman who will be the Career Management Officer (CMO) for the MG Career Service, the Assistant Career Management Officer who will serve as Executive Secretary to the Panel, and five senior officers (GS-15 or above) who collectively have a wide range of Agency experience and prior membership in the Career Service. Excepting the permanent status of both the Chairman and the Executive Secretary, who will both serve at the pleasure of the DD/M&S, membership on the Staff Operations Panel will be generally limited to an 18-month period. Appointments to the Panel will be purposely staggered to provide for a degree of continuity in its deliberations.

The Staff Operations Panel will:

a. consider and make recommendations to the Deputy Director for Management and Services on policy and major procedural matters as they may affect MG careerists at the GS-14 level and below;

b. continuously review all requirements for MG officers at the GS-14 level and below and make recommendations regarding the assignments of available MG careerists to the Deputy Director for Management and Services;

c. perform competitive evaluations of all MG careerists for promotion up to and including the GS-15 level and make appropriate recommendations to the Deputy Director for Management and Services;

d. recommend to the Deputy Director's Panel all outstanding MG careerists in grades GS-14 and below who, in the judgment of the Staff Operations Panel, should be assigned to positions at the GS-15 level;

e. review and make recommendations to the Deputy Director for Management and Services on requests for extensions of tour and second tours, transfers to the MG career service, conversions to career employee status, requests and nominations for full-time professional training, and other personnel matters concerning MG careerists in grades GS-14 and below;

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f. perform other personnel management functions as directed by the Deputy Director for Management and Services.

The Chairman of the Staff Operations Panel will select subpanels to assist in any specific reviews or career planning activities which may be assigned by the Deputy Director for Management and Services, or which his Panel may wish to undertake.

5. Procedures

The deliberations of the Staff Operations Panel, the Deputy Director's Panel and the Management and Services Career Board will be recorded in the form of Minutes by the Executive Secretary.

6. Membership

The attachment to this Administrative Instruction sets forth the appointed membership of the Deputy Director's and Staff Operations Panels and the expiration date of the appointments.

HAROLD L. BROWMAN  
Deputy Director  
for  
Management and Services

Attachment

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